United States Department of State
Foreign Affairs Manual

5 FAH-3 TAGS/TERMS HANDBOOK

CURRENT TAGS

TAGS   Subject

(TL:TAGS-16;   04-30-1999)

A

AADP	Automated Data Processing
ABLD	Building and Grounds
ABUD	Budget Services and Financial Systems
ACOA	Communication Operations and Administration
ADCO	Diplomatic Courier Operations
ADPM	Diplomatic Pouch and Mail
AEMR	Emergency Planning and Evacuation
AFIN	Financial Management
AFSI	Foreign Service Institute
AFSN	Foreign Service National Personnel
AGAO	General Accounting Office
AINF	Information Management Services
AINR	INR Program Administration
AINT	Internet Administration
ALOW	Allowances
AMED	Medical Services
AMGT	Management Operations
AMTC	Telecommunications Equipment Maintenance
ANET	Communications, Circuits, and Networks
AODE	Overseas Employees
AOMS	*Office Management Specialist Issues*
AORC	International Organizations and Conferences
APCS	Personal Computers
APER	Personnel
ASCH	American Sponsored Schools
ASEC	Security
ASIG	Inspector General Activities
ASUP	Supplies and Equipment
ATRN	Transportation Service

B

BBSR	Business Services Reporting
BEXP	Trade Expansion and Promotion
BMGT	FCS Management Operations
BTIO	Trade and Investment Opportunities

C

CASC	Assistance to Citizens

CFED	Federal Agency Services
CJAN	Judicial Assistance and Notarial Services
CLOK	Visa Lookout
CMGT	Consular Administration and Management
CPAS	Passports and Citizenship
CVIS	Visas

E

EAGR	Agriculture and Forestry
EAID	Foreign Economic Assistance
EAIR	Civil Aviation
ECIN	Economic Integration and Cooperation
ECON	Economic Conditions
ECPS	Communications and Postal Systems
EFIN	Financial and Monetary Affairs
EFIS	Commercial Fishing and Fish Processing
EIND	Industry and Manufacturing
EINT	Economic and Commercial Internet
EINV	Foreign Investments
ELAB	Labor Sector Affairs
ELTN	Land Transportation
EMIN	Minerals and Metals
ENRG	Energy and Power
EPET	Petroleum and Natural Gas
ETRD	Foreign Trade
ETTC	Trade and Technology Controls
EWWT	Waterborne Transportation

M

MARR	Military and Defense Arrangements
MASS	Military Assistance and Sales
MCAP	Military Capabilities
MNUC	Military Nuclear Applications
MOPS	Military Operations

O

OIIP	*International Information Programs*
ODIP	U.S. Diplomatic Representation
OEXC	Educational and Cultural Exchange Operations
OFDP	Foreign Diplomats and Foreign Missions
OPDC	Diplomatic Correspondence
OPRC	Public Relations and Correspondence
OREP	U.S. Congressional Travel
OSCI	Science Grants
OTRA	Travel
OVIP	Visits and Travel of Prominent Individuals and Leaders

P

PARM	Arms Controls and Disarmament
PBTS	National Boundaries, Territories, and Sovereignty
PGOV	Internal Government Affairs
PHSA	High Seas Affairs
PHUM	Human Rights
PINR	Intelligence
PINS	National Security
PNAT	National Independence
PREF	Refugees
PREL	External Political Relations
PROP	Propaganda and Psychological Operations
PTER	Terrorists and Terrorism

S

SCUL	Cultural Affairs
SENV	Environmental Affairs
SMIG	Migration
SNAR	Narcotics
SOCI	Social Conditions

T

TBIO	Biological and Medical Science
TINT	Internet Technology
TNGD	Engineering Research and Development
TPHY	Physical Sciences
TRGY	Energy Technology
TSPA	Space Activities
TSPL	Science and Technology Policy

TAGS   Program (K) TAGS

(TL:TAGS-16;   03-30-1999)

KALM	A Logistical Modernization Approach (ALMA) Program
KALR	Economic Alert List Reporting
KAMR	Active Measures Reporting
KBCT	Arab League Boycott
KBNC	U.S.-South Africa Binational Com.
KCFE	Conventional Armed Forces in Europe
KCIS	Posts Classified Information Handling
KCOG	Continuity of the Federal Government
KCRM	Criminal Activity
KCSY	Consular Systems
KDEM	Democratization
KEAI	Enterprise for the Americas Initiative
KECF	The U.S.-Africa Economic Cooperation Forum

KEMS	Electronic Messaging Systems
KESS	Emergency Security Supplemental
KETG	Embassy Task Group
KFAM	Foreign Affairs Manual Policies
KFLO	Family Liaison
KFPC	Foreign Policy Trade Controls and East/West Trade
KFRD	Fraud Prevention Programs
KGCC	Gore-Chernomyrdin Commission
KGCN	Government-to-Government Claims Negotiations
KGHA	Greater Horn of Africa Initiative
KGLB	Global Learning and Observations to Benefit the Environment (GLOBE)
KGOR	Goals, Objectives, Resource Implications Program
KICA	International Cooperative Administrative Support Services
KICR	International Coral Reef Initiative
KICT	Iran-U.S. Claims Tribunal
KIDE	Investment Disputes and Property Expropriations
KIMT	Information Management Training
KIPR	Intellectual Property Rights
KIRC	*Information Resource Centers*
KIRF	International Religious Freedom
KISL	Islamic Issues
KJRE	Joint Reorganization Effort
KJUS	Administration of Justice
KLIG	Foreign Litigation
KLIP	Logistics Implementation Program
KLSO	Language Support Operations
KMDR	*Media Reaction Reporting*
KMFO	Multinational Force Observers
KMSG	Marine Security Guard Program
KNAR	Nazi Assets and Restitution
KNEP	Nonexpendable Property Application (NEPA)
KNET	Department of State Telecommunications Network (DOSTN) Program
KNNP	Nuclear Non-Proliferation
KNSD	North-South Dialogue
KOCI	Children's Issues
KOFO	Open Forum Operations
KOLY	Olympic Games Reporting
KOMC	Export Control of Defense Articles and Defense Services
KPAL	Palestinian Affairs
KPAM	Property Accountability Management
KPDD	Partnership for Democracy and Development
KPIN	Political Internationals

KPKO	United Nations Peacekeeping Operations
KPLS	*Polls, Survey Research and Focus Groups*
KPOW	Prisoners of War/Missing in Action
KPRP	Post Reporting Plan
KPRV	Privatization
KPWR	Power Support Program
KRAD	Radioactive Contamination of the Environment
KREC	Reciprocity
KRIM	Regional Information Management Centers
KRVC	Research Vessel Clearances
KSAC	Security Advisory Council
KSAF	Safety Program
KSCA	Science Counselors and Attaches
KSEI	Southeast European Cooperative Initiative
KSEP	Special Embassy Program
KSMI	Strategic Management Initiative
KSPR	Strategic, Performance and Resource Planning
KSRK	Visas Shark Communication
KSTC	Strategic Trade and Technology Controls
KSTT	State Transition Team
KSUM	Summit Meetings
KTDB	National Trade Data Bank
KTEX	Textiles
KTIA	Treaties and International Agreements
KUNC	United Nations Compensation Commission
KUNR	UN Reform
KVPR	Visas VIPER Communications
KWBG	West Bank and Gaza
KWIR	Wireless
KWMN	Women Issues
KWPA	Worldwide Property Accountability
KWWW	World Wide Web Sites
KY2K	Year 2000 Date Issue

SAMPLE TAGS LINE

TAGS: ETRD KNSD UNCTAD US JA (HUDSON, J D)

ETRD	KNSD	UNCTAD	US JA	(HUDSON, J D)
SUBJECT TAGS	**PROGRAM (K) TAGS**	**SUBJECT ORGANIZATION**	**GEO-POLITICAL TAGS**	**SUBJECT PERSONALITY**
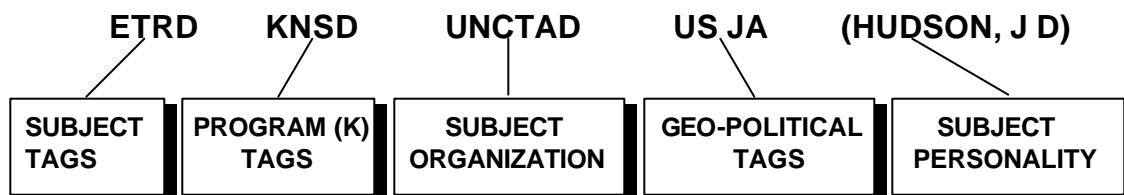
INTRODUCTION
THE FOREIGN AFFAIRS HANDBOOK

DESCRIPTION

The *Foreign Affairs Handbook (FAH*) is an extension of the *Foreign Affairs Manual (FAM).* It supplements the FAM by providing implementing guidelines and procedures for policies and regulations contained in the FAH's respective volume (e.g., a handbook with a prefix number of "6" supplements Volume 6, *General Services*). In some instances, a handbook may contain guidelines for other Federal agencies (e.g., USAID, USDA, Commerce). Each FAH begins with a prefix number and ends with a suffix number, indicating the number of the handbook within a specific series (e.g., 6 FAH-1 *General Services Handbook*). Material within a handbook has the same regulatory force, validity, and application as material within a FAM volume.

HANDBOOK SUBJECT

The content and scope of this handbook are:

5 FAH-3 -*TAGS/TERMS Handbook)*: Uniform procedures for organizing and managing the information of the Department of State

FORMAT

a. The *FAH* is divided into volumes reflecting major functions. Each volume is divided into chapters, subchapters, and sections (or subsections, always commonly referred to as sections). At the beginning of each chapter, the chapter title and number are centered, in all capitals, and placed above the first subchapter of each chapter. Chapter numbers are H-000, H-100, H-200, etc. Each chapter can have nine subchapters, those for Chapter H-100 being H-110, H-120, H-130, etc., through H-190. Subchapter numbers and titles are centered, in all capitals, at the top of the subchapter's first page except for subchapters H-110, H-210, H-310, etc., which have the chapter title and number. Each section can have nine major subdivisions, for example H-111, H-112, H-113, etc., through H-119.

b. Subsections begin at the .1 level, the next subdivision at .1-1. After the first sectional level, a number larger than nine is permissible, for example: H-111.35, or H-111.1-13. Although two further subdivisions of sections are possible (respectively, parenthetical capital letters in alphabetical order; parenthetical small roman numerals in numerical order), divisions below the hyphenated digit level are strongly discouraged. All heading numbers and titles are done in bold. The numbering format is:

H-100 CHAPTER

H-110 SUBCHAPTER

H-111 SECTION

H-111.1 Section

H-111.1-1 Section

c.   When a section contains more than one paragraph, each paragraph is identified by a letter identification. The descending order of paragraphs and subparagraphs is: a.; (1); and (a). If a section contains only one paragraph followed by two or more subordinate paragraphs (identified as subparagraphs), the single (main) paragraph is not lettered but subparagraphs are identified by parenthetical numbers or letters, depending on their degree of subordination.

d.   The effective date of any given material is the issuance date of the transmittal letter, indicated by the TL line immediately below the subchapter or section, in italics. For example:

(TL:FMH-1;   12-21-1996)

e.   If the issuance date is different than the effective date, the effective date is shown on the line immediately following the issuance date. For example:

(TL:FMH-1;   12-21-1996)
(Effective Date: 03-5-1994)

f.   Sections that are applicable to other agencies are indicated as part of the TL line. For example:

(TL:FMH-1;   12-21-1996)
(Uniform State/USAID)

g.   Substantive offices can also show that the material, although unchanged for a period of time, was reviewed and is still valid. For example:

(TL:VISA-12;   12-21-1984)
(Revalidated 07-21-1997; CA/P/VO)

MAINTENANCE

a.   *FAH* volumes are a necessary part of the Department's supplies and, as such, are to be retained by the office or post. As the articulation and record of the Department's regulations, policies, and procedures, the *FAH* must be kept current. It is strongly recommended that offices and posts include *FAH* maintenance as part of the job descriptions of designated employees. Responsibilities for *FAH* maintenance include:

(1) Keeping only necessary handbooks on hand and making them readily available;

(2) Distributing new material promptly;

(3) Ensuring that each handbook holder (including officers) is accountable for maintaining the *FAH* in current status; and

(4) Ensuring that *FAH* materials are retained by the office or post when handbook holders/users depart for home leave, reassignment, transfer, or TDY for use by their substitutes or successors.

b.   Changes are issued by transmittal letters (TLs), and replacements are made by subchapter.

c.   Although lists of TLs are issued occasionally, direct questions concerning the update and/or revision status of *FAH* materials to A/RPS/DIR, Room 1849, NS. Direct questions concerning *FAH* content, format, style, etc., also to A/RPS/DIR. For substantive interpretations of content, contact the responsible office, which is listed at the end of the transmittal letter.

INTRANET

The *Foreign Affairs Manual* and its supplemental *Foreign Affairs Handbook* series are available on the Department of State's Intranet site at http://99.1.1.27. **This is the official electronic version of these materials.** Regulations are updated on the website as they are issued and generally available before alternative formats are released.

CD-ROM

a.   The *Foreign Affairs Manual* and its supplemental *Foreign Affairs Handbook* series are available on the InfoRegs compact disk—read only memory (CD-ROM), which are issued quarterly.

b.   For internal use only, the Department provides a collection of guides and booklet-type material on the InfoGuides CD, and a collection of forms used by the Department (and some other agency and post-originated forms) on the InfoForms CD-ROM.

c.   For information on this program, contact the InfoExpress Coordinator, A/RPS/MMS/CRE, directly. They are located in Room 1659 NS, (202) 736-4881, FAX (202) 736-4924.

REQUESTS

a.   Direct requests for copies to A/RPS/MMS/PRD. Distribution changes should be sent to A/RPS/MMS/PRD, Room 1853, NS. Direct public requests for *FAH* materials to A/RPS/MMS/PRD, Room 1853, NS, FAX (202) 647-4535. All requests must be in writing.

b.   Clear all requests through the post administrative officer or bureau executive director, and provide your funding information when submitting requests. Use KFAM and AINF on all official communications.

c.   Each Transmittal Letter includes the cost printed at the bottom of the first page. Requesters may obtain the cost of TLs issued under this system by contacting A/RPS/MMS/PRD at (202) 736-7470.

TAGS/TERMS: THE SYSTEM

(TL:TAGS-13; 10-30-96)

Information is the major product of the Department of State. It is gathered, used, rearranged, generated, and disseminated on a vast range of subjects every working day. Organizing and managing that information is the basis for the TAGS/Terms System. TAGS (Traffic Analyses by Geography and Subject) and Terms work together to provide an easy to use, subject-oriented means to store and later find all of the information. The following paragraphs will identify the principal TAGS/Terms System components, and then briefly describe how to use them.

TAGS are of three general types: Subject TAGS are four-letter acronyms that identify broad, general subject matters, Geo-Political TAGS (2 letters) identify specific world locations, Program (or K) TAGS are used to identify information relevant to a specific Program (e.g., The Post Reporting Program, and the Olympic Committee). There are two other categories that are relevant: Personalities and Organizations.

Every telegram that is generated must have at least one Subject TAGS to indicate the general subject content of that communication, although as many Subject TAGS as may be appropriate should be used. The TAGS are assigned by the originator. TAGS are needed to give the recipient clear clues as to the content, and future researchers the capability to easily retrieve the communication.

In addition to the various TAGS, the originator should use very specific, words (Terms) in the message title subject line (or summary). These additional words further refine the material and will aid in identifying the information at a later date.

Terms that have been found to be useful for information retrieval are collected and listed in the last major section of the TAGS/Terms Handbook (the "TERMDEX"). Each Term in that list also shows Subject TAGS that commonly relate to the Term listed. **However, no individual Term is irrevocably tied to any given Subject TAGS.** The grouping given in the Termdex simply reflects past usage and may be of assistance to a drafter in finding subject matter being communicated. In a similar fashion, the Terms that are listed with each of the Subject TAGS entries in the Subject TAGS section are listed to give drafters more precise, narrower, reflections of subject content when preparing either a document title line or summary paragraph based on a given Subject TAGS.

Importantly, each Term listed is an agreed upon, "chosen" Term representing synonymous, or closely related analogous Terms. For instance "Artist" is shown in place of musician, painter, and sculptor, because it was the Term of choice for that general category. Each Term shown has been the specific subject of examination by the Technical Management Branch of OIS. Officers and staff from all bureaus and extensive communications with posts were included in the review process. The primary factors in choosing each Term was its "representativeness" of its own group of synonyms and the assumed likelihood of its future choice by an information searcher as an information retrieval tool. Within those considerations, it is useful and important for drafters, indexers and document filers to use these selected Terms in titles, summaries and on file folder tabs (for detailed examples of TAGS and Terms as filing categories see Section VI).

Finally, the lists of Terms in the Termdex and with individual Subject TAGS are not at all meant to be final, exclusive lists. Please add new Terms as needed to fit your own office or post needs. If you add new Terms please send a memo to IS/OIS/RA/DIR. Please **DO NOT** add Terms that are synonyms for existing, listed Terms. The synonyms subvert the process of retrieval of information and can invalidate or confuse the search results.

# TAGS ARE YOUR TICKET TO FOREIGN AFFAIRS EVENTS!
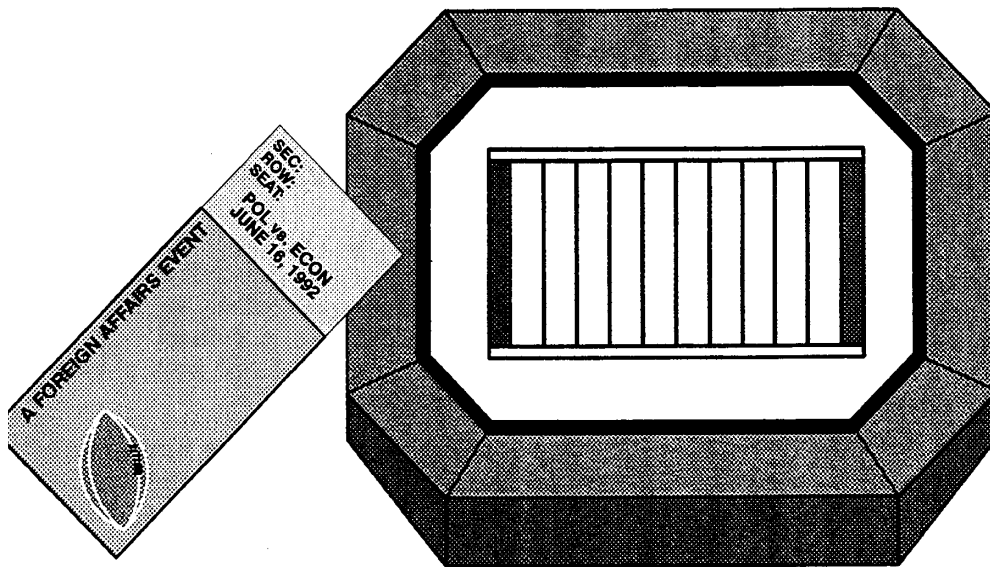
The documents that are created at the Department and the posts describe foreign affairs events. TAGS are used to organize and retrieve these documents. The following illustrations are provided to show you why TAGS are vital to information location and retrieval.
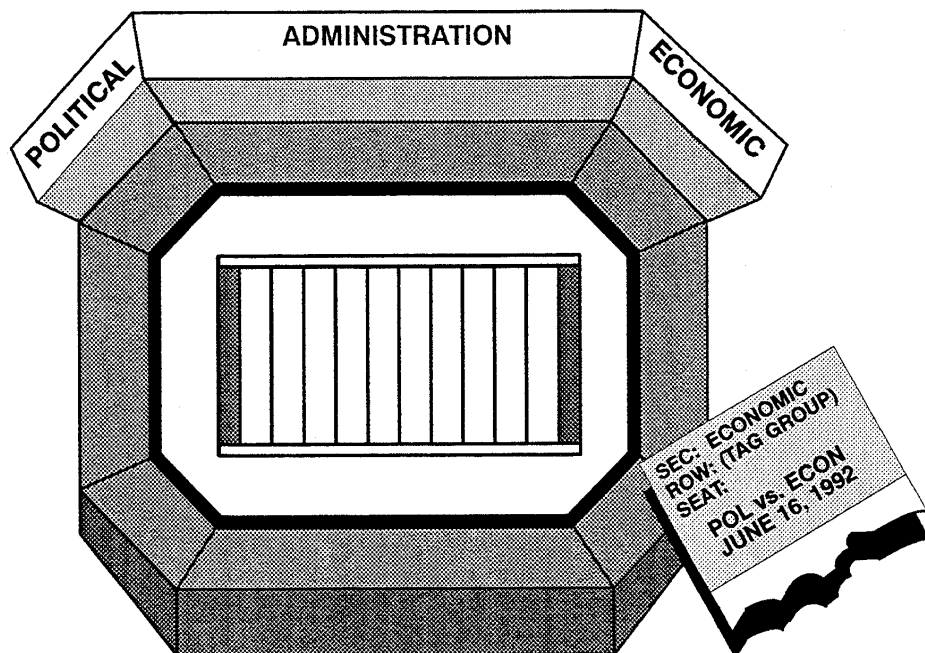

When you attend a sporting event, play, etc., before you get to your seat you must first find the proper section. When using TAGS/Terms, the same is also true. In the case of TAGS/Terms, the TAGS group is the same as a section at a social event, because before

you choose the proper TAGS, you must choose the correct Subject TAGS group. TAGS are made up of nine subject groups: **Administration, Business, Consular, Economic, Military & Defense, Operations, Political, Social, and Technology & Science.**
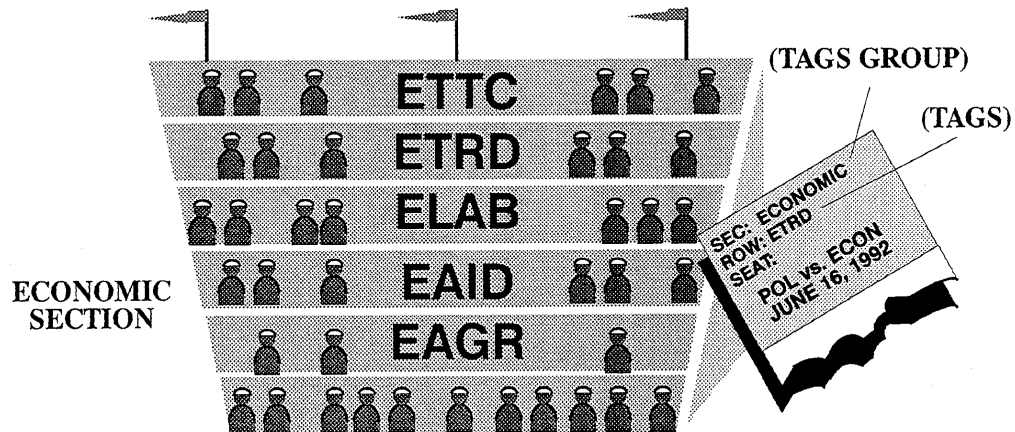
Once the proper section has been identified, you must then find your row. When dealing witn TAGS/Terms, the rows are the TAGS within each Subject TAGS group. In the Economic section, for instance, the rows are **EAGR, EAID, EAIR, ECON**, etc.
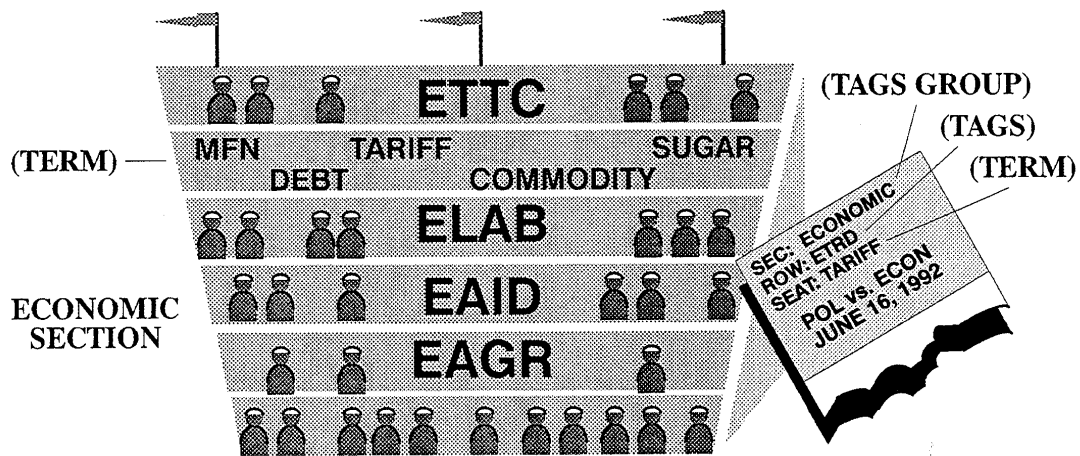
Once the row has been found (TAGS), you must find your seat (Term). In the example above, the TAGS is **ETRD** and the Term is **Tariff.**

(SUBJECT ORGS)

(GEO-POLITICAL TAGS)

(K TAGS)

(SUBJECT PERSONALITIES)
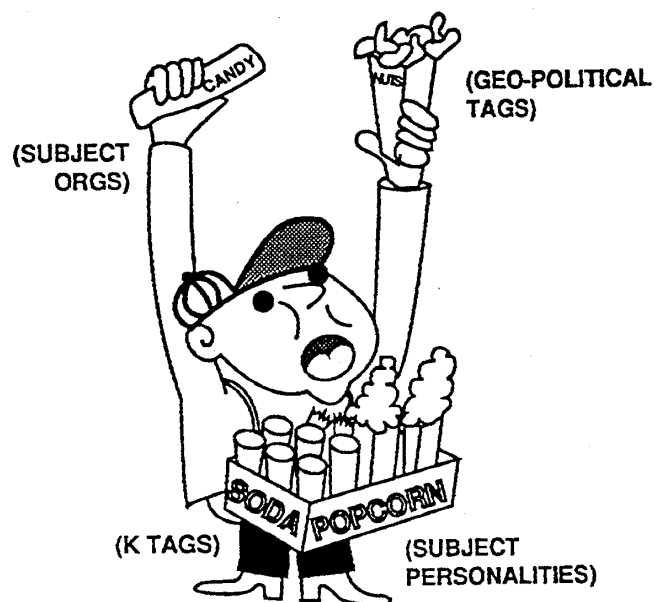
At an event one usually gets popcorn, candy or something to drink to enhance the evening. You can do the same with your documents by using **Subject Organizations, Subject Personalities, K TAGS** and **Geo-Political TAGS**.